

Internal/External
STATE OF MONTANA JOB VACANCY
DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

May 30, 2007

Job Title:	Administrative Support	Position No.:	00582
Division:	Youth Services-Interstate Compact	Band:	4
Location:	Helena	Bargaining Unit:	NA
Status:	Permanent, Full-Time	Supplement:	None
Salary:	\$12.02 – 14.86 DOE	Shift:	TBA
Benefits: State employees working at least halftime are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m., June 13, 2007.

Application materials are available on the web at <http://www.mt.gov/statejobs/application.asp>

Special Information: This position is located in a general office setting with the Administrative Officer. Incumbent must be able to work well under pressure due to a workload that involves time lines, must be able to sit at a desk for lengthy period of time while typing and performing related clerical duties. Must be capable of meticulous attention to detail. The position may need to deal with difficult people or other stressful situations.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position.

The Department of Corrections is a smoke free agency.

Typical Duties: Provides, disseminates and gathers information regarding juvenile offenders to other Interstate agencies, criminal justice agencies, clients, client's families, parole and probation agents and the general public.

Maintains information and prepares major Interstate mailing. Types and finalizes correspondence for the Division and Interstate Compact for Juveniles. Performs miscellaneous reception, faxing and photocopy duties. Establishes, updates and maintains various filing systems. Gathers, inputs and updates information for the Resource Directory using the Access Database. Establishes and maintains workflow process for Interstate Compact. Opens, sorts, reviews, distributes and files as appropriate, incoming mail for the Interstate Compact Unit. Screens requests for investigations for Montana and out-of-state juvenile transfers. Performs other duties as assigned.

COMPTENCIES:

COMMITMENT TO SERVE THE PUBLIC

Performs duties for the benefit of the people of the State of Montana. Avoids taking actions that depart from public duty or violates the public trust.

- Makes an individual commitment to be responsive to customer needs
- Anticipates customer needs and develops or provides services to meet those needs
- Has an "accountability" attitude; remains sensitive to the public nature of state funding and exercises individual and professional "ownership" in using all resources in the most efficient manner
- Experiences personal satisfaction in serving the public.

LISTENING

Gives full attention to and makes a conscious effort to hear other's ideas, concerns, questions and issues with interest, empathy and objectivity. Paraphrases and asks clarifying questions to ensure understanding of the message when required.

- Actively listens, probes, understands
- Restates or summarizes the message accurately
- Listens without interrupting or judging
- Uses "listening" body language
- Asks questions or requests more information to further understanding

DECISION MAKING

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

- Analyzes issues and problems; makes decisions based on situational variables
- Identifies alternatives and thoroughly evaluates expected results, risks, needs, time frames and resources
- Examines each issue from multiple angles and seeks practical, workable solutions; does not automatically choose the first solution
- Remains open to changing decisions when new information becomes available

PRIORITIZING, MULTI-TASKING, BALANCING MULTIPLE PROJECTS

Recognizes or establishes the relative importance of multiple issues, tasks, and opportunities to maximize the productivity of the organization.

- Prioritizes tasks and handles the most urgent ones first
- Uses time wisely
- Handles multiple tasks and projects simultaneously without jeopardizing quality
- Remains aware of workload; makes appropriate adjustments to meet deadlines and complete tasks
- Adapts time and resources in proportion to the importance of the task

ORGANIZATIONAL AWARENESS

Aware of and understands the goals, objectives and political structure of the organization. Aware of the impact and implications of decisions and actions throughout the organization. Aware of the influence and impact that others or outcomes may have on the goals or objectives of the organization. Sets realistic goals through a thorough understanding of the formal and informal structures of the organization. Takes into consideration and

understands the impact of business decisions and actions on internal and external stakeholders. Strives to meet and improve own performance based on an understanding of the organizational mission statement and goals.

- Aware of and understands the organizational goals and objectives
- Understands the rules, policies, and laws that govern the work
- Understands and respects the balance of authority, as well as the political and power structures
- Identifies key decision makers

RELATIONSHIP BUILDING

Builds short- and long-term relationships with people critical to work and project success. Relationships involve all those encountered at work. Is respected as a valid resource through consistent actions and behaviors. Builds relationships by bringing conflicts and disagreements into the open, as appropriate. Makes appropriate or acceptable compromises in order to meet goals and to gain cooperation from others.

- Treats people fairly, with courtesy and respect
- Brings conflicts and disagreements into the open as appropriate, and attempts to resolve them collaboratively, building consensus, keeping the best interests of the organization in mind, without personal bias
- Demonstrates a willingness to collaborate in order to meet goals or to gain cooperation from others
- Responds to feedback in an open and sensitive manner to ensure trust and credibility

ETHICS

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

- Consistently models high standards of honesty, integrity, trust, openness, and respect for the individual
- Inspires, motivates and guides others toward goal accomplishment within ethical guidelines
- Takes a stand and resolves important ethical issues
- Keeps promises; actions are consistent with words

TEAMWORK

Works cooperatively with others as part of a team as opposed to separately or competitively.

- Participates in group discussions and respects the opinions of others
- Identifies and pursues solutions and looks for alternative ways to work with others that will create better results and working relationships
- Is proactive and willing to take a leadership role without being asked

PLAN, ORGANIZE, GATHER INFORMATION AND CONDUCT RESEARCH

Defines an end result. Sets or follows a course of action to achieve it. Anticipates potential obstacles and monitors progress. Organizes tasks into component parts in a rational, methodical way. Collects and uses relevant information, data, opinions.

- Anticipates obstacles realistically when planning
- Develops a short and long range plan of action that is comprehensive, creative, realistic and effective in meeting goals
- Asks appropriate questions and seeks clarification to get necessary information
- Keeps clear, detailed records of activities related to the accomplishment of stated objectives.

Education and Experience: Minimum of high school graduation or equivalent. Basic knowledge of secretarial skills. One to two years job related experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information.

This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____